



**UNITED STATES DISTRICT COURT
DISTRICT OF OREGON**

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY/PARTICIPANT REGISTRATION FORM**

This form must be used to register for an account on the Court's Case Management/Electronic Case File (CM/ECF) system. By submitting this registration form, the undersigned agrees to abide by the requirements stated herein. The following information is required for registration.

First/Middle/Last Name: _____

OSB ID # (or case name &
number if admitted Pro Hac
Vice) _____

Date of Admission to the
United States District Court,
District of Oregon _____

Firm Name: _____

Firm Address: _____

Voice Telephone Number: _____

Fax Phone Number: _____

Internet E-Mail Address: _____

Attorneys will have privileges to electronically file court documents, view official docket sheets and documents associated with cases, and query various case reports for cases on the CM/ECF system. The CM/ECF System follows and must be used in conjunction with the Federal Rules of Civil Procedure, the Local Rules of Civil Practice, and the administrative orders and policies of the United States District court for the District of Oregon.

In order to file documents electronically, CM/ECF participants will need the following:

- a personal computer, a Pentium PC is recommended, running a standard platform such as Windows 95, Windows NT, or Macintosh

- Adobe Acrobat Reader/Writer 3.0 or higher software to convert documents from a word processor format to a portable document format (PDF)
- Macintosh or Windows-based word processor
- Netscape Communicator software version 4.7 or greater, or Microsoft Internet Explorer 5.0 or greater.
- Internet provider using Point to Point Protocol (PPP)
- Electronic (e-mail) access
- Access to a scanner if non-computerized documents need to be imaged. (Note that native word processor documents are superior to scanned documents, and that large scanned documents produce unworkably bulky files.
- A PACER Service account. The Judicial Conference of the United States has recently approved a schedule of fees to be charged for selected electronic records access requests by users of the CM/ECF system. This requires a PACER account in addition to the CM/ECF registration requirements imposed by LR 83.1(e). Contact the PACER Service Center at pacer.psc.uscourts.gov or call the Pacer Service Center at 800-676-6856 or (210) 301-6440. See the courts' website at ord.uscourts.gov for additional information about this requirement.

The use of a participant's login and password constitute that participant's *signature* pursuant to Fed. R. Civ. P. 11 on all submissions made to the system. Submissions must also conform with LR 11.1 and the signature line must appear as s/ Jane Doe (*See* LR 100.6(b)).

Participant's must take appropriate steps to protect their login and passwords. If the login and passwords become compromised, the court must be immediately notified.

Registration constitutes a participant's consent to service by electronic means as substitute for service pursuant to Fed. R. Civ. P. 5(b)(2)(D) and LR 100.2(c).

Please mail or fax this form to:

**Clerk, US District Court
1000 SW Third Avenue, Suite 740
Portland, OR 97204-2902
Attention: CM/ECF Registration
(503) 326-8010**

Date: _____

Applicant's Signature